

## APPLICATION FOR APPEAL

The attached application form will enable the applicant to appeal a decision of the Building Official, Code Official or Fire Official to the Alexandria Building Code Board of Appeals. The item numbers listed below refer to the items in the attached appeal form.

### PLEASE PRINT OR TYPE ALL INFORMATION

- Item 1: Please provide the date that you are submitting the appeal to the Code Enforcement Office. The time frames for appeals after application of the code are:
- Uniform Statewide Building Code (USBC) - 90 calendar days\*
  - Virginia Rehabilitation Code (IEBC) - 90 calendar days
  - Statewide Fire Prevention Code (SFPC) - 14 calendar days
  - Property Maintenance Code (PM) - 21 calendar days
- Item 1a: Please provide the date that the Building/Fire/Property Maintenance code was applied.
- Item 2: Please check all codes that you wish for the Board to consider.
- Item 3: Please provide your legal name.
- Item 4: Please provide your current mailing address.
- Item 5: Please provide daytime phone number/s and fax number - if you have one
- Item 6: If the applicant and the representative are the same person, print or type "same" in this space.
- Item 7: If the applicant and the owner are the same, print or type "same" in this space.
- Item 8: Please provide the exact address of the project/property where the issued code application is being appealed.
- Item 9: If a permit has not been issued, please print or type "n/a" in this space.
- Items 10 & 12: Please provide the applicable codes and code sections being appealed.
- Item 11: Will be completed by the Board Secretary. Please do not write in this space.
- Item 13: Please provide a written explanation of the appellant's understanding of the code. This allows the Board to have a clearer understanding of the appellant's request.
- Item 14: The codes only provides four grounds for appeals (see listing on appeal form). Please check each one that you believe applies. If none apply, the Board may be unable to act.
- Item 15: Please attach a thorough explanation for each item checked in Item 14. Attachments must be legible - please print or type.

**Once you have submitted your completed application, a hearing will be scheduled with the Building Code Board of Appeals. This hearing will usually be held within ten working days of the filing of your appeal.**

Copies of the codes used by the City may be purchased in the Office of Citizen's Assistance., City Hall, 301 King Street, Alexandria, 703 838-4800, or you may view these codes in the Code Enforcement Office, Room 4200, City Hall, Alexandria, 703 838-4360. \* The USBC can be downloaded on <http://www.dhcd.virginia.gov>.

# APPLICATION FOR APPEAL

Code Enforcement Bureau  
301 King Street, Suite 4200  
Alexandria, Virginia 22314  
703 838-4360 FAX 703 838-3880

**Building Code Board of Appeals**

**TYPE OR PRINT ALL INFORMATION**

1. Date of appeal submission: \_\_\_\_\_ 1a. Date of Code Application: \_\_\_\_\_

2. Type of Appeal Hearing Requested: (applicant must indicate only those that apply)

Building Code       Electrical Code       Mechanical Code       Plumbing Code

IRC-Residential Code     Virginia Rehab Code     Elevator Code       Fire Code

Property Maintenance Code     Other (specify) \_\_\_\_\_

3. Applicant's Name: \_\_\_\_\_

4. Applicant's Address: \_\_\_\_\_

5. Applicant's Daytime Phone Number/s: \_\_\_\_\_ Fax \_\_\_\_\_

6. Representing: \_\_\_\_\_

7. Owner of Project/Property: \_\_\_\_\_

8. Address of Project/Property: \_\_\_\_\_

9. Permit Number (if applicable): \_\_\_\_\_

10. Applicable Code/s: \_\_\_\_\_ 11. Edition/s \_\_\_\_\_

12. Applicable Code Section/s: \_\_\_\_\_

13. Applicant's understanding of the applicable code requirements (please attach additional sheets as needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Grounds for Appeal: Check all that apply (USBC Section 119.5 for new construction and the rehabilitation of existing structures; Section 106.5 for property maintenance; and Section 112.5 for the fire prevention code.):

I claim that:

- a.  the Building Official / Code Official / Fire Official has refused to grant a modification which complies with the intent of the provisions of the code;
- b.  the true intent of the code has been incorrectly interpreted;
- c.  the provisions of the code do not fully apply;
- d.  the use of a form of construction/compliance that is equal to or better than that specified in the code has been denied.

15. Please attach 8½” x 11” sheets of paper with a reason/s for each of the items checked in section 14d above. Please print or type reasons. Manufacturer information, cut-sheets, data sheets from approved testing agencies may also be attached.

**THE SPACES IN THE BOX ARE TO BE COMPLETED BY THE BOARD SECRETARY**

<b>BOARD ACTION</b>	
Date of Board of Appeals Hearing _____	Number of Board Members Present: _____
The decision of the board was to <input type="checkbox"/> <b>Uphold</b> <input type="checkbox"/> <b>Deny</b> the decision of the Building / Code / Fire Official.	
Number in Agreement _____	Number Opposed _____
<b>Appeal is:</b> <input type="checkbox"/> <b>Denied</b> <input type="checkbox"/> <b>Granted</b>	
Conditions/Comments:	
-----	
-----	
-----	
-----	
-----	
-----	
-----	
-----	